

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0531***

**FLSA: Non Exempt**

**CLASSIFICATION TITLE: REFUSE INSPECTOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to conduct inspections of public/private property to identify various code violations and initiate enforcement actions, to include enforcement of City codes/ordinances pertaining to refuse/waste collection, illegal dump sites, hazardous road problems, or other unsafe conditions.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts inspections of materials set out for curbside collection and of dump sites to determine compliance with codes/ordinances relating to refuse, brush, garbage, trash, dump sites, or other code enforcement issues; receives and responds to complaints from City personnel, City officials, and the public regarding potential code violation, potential hazardous material dumping, or other code enforcement issues; investigates illegal dumping and dump sites; inspects debris to determine source; performs follow-up inspection of refuse piles in violation of policy and takes appropriate action.

Interprets, applies, explains, and enforces the provisions of City codes/ordinances pertaining to refuse collection or other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; researches code-related issues as needed; initiates any actions necessary to correct deviations or violations.

Provides information and assistance concerning codes/ordinances, code/ordinance interpretation, code compliance, and related issues; notifies property owners/residences of Refuse Ordinance violation via written Violation Notice and written Ordinance Summons; discusses violations and problem areas with property owners, landlords, residents, contractors, or other individuals; recommends solutions to problems; prepares compliance schedule, issues and serves warrants; responds to questions or complaints concerning violations and code enforcement issues.

Consults with upper level management to review refuse collection program, review inspection activities, resolve problems, receive advice/direction, and provide information/recommendations.

Plans daily inspection routes to patrol assigned areas of City; responds to residential complaints pertaining to code enforcement issues; makes adjustments to routes/schedules as needed; organizes trip routes for maximum efficiency.

Conducts inspections of roadways to identify potential road hazards/problems, such as street construction problems, damaged/non-functioning storm water drainage structures, hazardous trees, unsafe road/highway conditions, inadequate street cleaning, or other problems; inspects alleyways for vegetation control problems, pavement problems, or drainage issues; submits reports to initiate correction of problems; conducts follow-up visits to ensure correction of problems.

Investigates potential code violations; conducts site visits, collects information/evidence, and interviews appropriate individuals regarding complaints or violations; makes photographic or video records of inspection sites.

Verifies existence of code violations, deficiencies, or other areas of non-compliance; identifies illegal dump sites; attempts to secure compliance without legal action; notifies violators of charges and designates appropriate deadlines to achieve compliance; performs follow-up site visits or re-inspections to determine whether properties have come into compliance, and takes appropriate corrective action; issues violation notices or citations to violators as appropriate.

Participates in court activities to pursue legal action against violators; reviews cases in preparation for trial and assesses evidentiary/legal issues necessary for successful prosecution; prepares case reports for presentation to Environmental Court; testifies in court as needed; conducts follow-up inspections as needed to ensure court-ordered compliance.

Prepares and maintains accurate records of inspection activities; records information pertaining to policy/ordinance violations; prepares hardcopy and computerized records and reports of meetings, telephone discussions, inspections, and other work activities.

Conducts research of code books, property records, maps, street guides, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Prepares or completes various forms, reports, correspondence, inspection worksheets/reports, violation notices, formal warnings, citations, summonses, photographic records, case records/reports, or other documents.

Receives various forms, reports, correspondence, police reports, complaints, photographs, inspection reports, case records, property records, maps, codes, ordinances, law books, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, digital camera, general office equipment, two-way radio, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, email, Internet, or other computer programs.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Communicates with supervisor, City officials, employees, other departments, court officials, government agencies, property owners, residents, landlords, contractors, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings as needed.

Promotes positive public relations within the community; delivers verbal presentations to neighborhood associations, community organizations, or other groups regarding requirements of refuse collection ordinance; conducts trainings sessions, presentations, and follow-up meetings.

Maintains a comprehensive, current knowledge of applicable codes, ordinances, laws, and regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Assists in planning and conducting presentations and special events relating to department services.

Distributes notices to neighborhood services department concerning potential problem structures identified during inspections.

Provides refuse collection sites with input regarding proper operations and procedures.

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in personal computer operations; supplemented by two (2) years previous experience and/or training involving code enforcement, refuse inspection, refuse collection, building inspection, roadway/street inspection, public interaction, or personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this

job. Must be able to obtain a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, traffic hazards, bright/dim light, toxic agents, hazardous materials, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: October 2004**